VILLAGE OF ELLICOTTVILLE
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SHORT-TERM RENTAL REGULATIONS & APPLICATION

- Short-Term Rentals are only allowed in the districts indicated in the Land Use Tables (Section 3B Village Zoning Law, LL 1 of 2019). Short-Term rentals may not be established or occupied without first having obtained a license from the Village Code Enforcement Officer. Prior to issuance or renewal of a licensee, the Code Enforcement Officer must determine that all the regulations in this sub-section are met for all short-term rental properties. Failure to continually meet the regulations in this sub-section will be cause for the Code Enforcement Officer to revoke a license of deny renewal.
- **Expiration and Renewal**
  A short-term rental license is valid January 1st through December 31st of each year. It may not be transferred, does not run with the land, and is valid only at the original short-term rental site.
  The short-term rental license shall automatically expire upon sale or transfer of the property. No registration may be assigned, transferred, or loaned to any other person.
  Failure to renew prior to the expiration date will result in the expiration of the short-term rental license.
- **Conspicuously post** the License number on any advertising platform and within ten (10) feet of the main interior entrance of the Rental Property. Conspicuously post a local emergency contact number (same as provided in the Application) and general emergency contact information (i.e.: 911, local police department) within ten (10) feet of the main interior entrance of the short-term rental property.
- The operator of a licensed short-term rental property shall comply with local maintenance laws (i.e. parking, garbage, lawn cutting, property maintenance, noise) applicable to the property.
- The operator of a licensed short-term rental property shall not allow occupancy of the short-term rental property exceeding the occupancy indicated in the license.
- **All Vehicles to be Parked on Site:** The motor vehicles of all occupants of the short-term rental property shall be parked only on the site of the short-term rental property as approved on the license. No motor vehicles shall be parked on the lawn or landscaped areas of a short-term rental property, or in the public street or right of way adjacent to the short-term rental property.
- **Large Vehicles Not Allowed:** No privately owned, non-governmental vehicle with a passenger capacity of twelve (12) persons or more shall be used to transport persons to or from a short-term rental property or parked upon the premises of a single-family accommodation.
- **No RV's or trailers** are allowed to be parked on a short-term rental property and utilized by renters.
- **Dispose of Trash on Pick-up Day Only**. Storage and disposal of all trash and garbage from a short-term rental property shall comply with the requirements of Local Village Laws regarding Solid Waste and Recycling of the Ellicottville Village Code. Trash cannot be placed at the curb more than 24 hours prior to pick up. Emptied garbage cans and receptacles must be removed from curb within 24 hours of collection.
- **Be Considerate of Your Neighbors – Keep Noise To A Minimum** - No occupant(s) of a short-term rental property shall: (i) make, cause or control unreasonable noise upon the short-term rental property which is audible upon a private premises that such occupant has not right to

occupy, or which is in violation of the "disorderly conduct" provisions of the Ellicottville Village Code, or (ii) violate Local Law No. 6 of 2006 "Noise Ordinance" of the Village Code.

- Homeowner to Provide Village with Local Contact information: At the time of application and the issuance of the license the licensee shall provide to the Village the name, address and telephone number of a local contact person who is authorized by the licensee to receive communications from the Village concerning the short-term rental property. The local contact person may be a management company, rental agent or other person employed or engaged by the licensee to manage, rent or supervise the short-term rental property. The local contact person must be available for contact at all times and shall maintain a residence or permanent place of business within 25 miles of the licensed property. The designated local contact person may be changed by the licensee from time to time throughout the annual term of the license. To effect such change, the licensee shall notify the Village Clerk and Village Code Enforcement Officer of the change in writing and shall, at the time, provide the Village with the name, address and telephone number of the licensee's replacement contact person. Any replacement contact person shall meet the requirements of this paragraph.
- Single-Family residence - Special Conditions. Short-term rental of a single- family residence is permitted once the property owner obtains a short-term rental license. In addition, single-family residences that are rented short-term are subject to additional conditions to help maintain the residential character of the neighborhood. These "Special Conditions of License" shall be attached to the license and must be conspicuously posted within the residence.
- Short-term rental shall not display a sign that exceeds the following standards:
    - there shall be only one "for rent" sign per short-term rental property.
    - signs advertising availability of short-term rents shall be no larger than 12"x18".
    - the location of signs advertising availability of short-term rents shall be limited to a single window or door.
    - signs advertising availability of short-term rents shall not be placed in the yard, on public right-of-way , or on trees, poles or other structures.
    - signs advertising availability of short-term rents shall not be flashing or internally lit.
    - signs advertising availability of short-term rents shall have the appearance as being professionally made.

Enforcement and Penalties

Penalties for the non-compliance with the above regulations are listed in the Application and are subject to change, from time to time, with Village Board approval. Any person who violates any of the provisions of this law is responsible and may be prosecuted in any court of competent jurisdiction, subject to payment of a civil fine of not less than $1,000 for each infraction. The operator will be subject to an additional civil fine of not less than $1,000 per day, per each persisting violation. The fine structure set forth above shall be double to $2,000 per each infraction for any operator previously convicted within the preceding 24 months of the date of a second violation.
Violations include, but are not limited to, the following:

- Short-term rental of a property without a license:
- No local contact or inaccurate contact information for the local contact or operator.
- Over occupancy and parking violations.
- Garbage non-compliance.
- Advertising non-compliance.
- No occupant of a short-term rental property shall: (i) make, cause or control unreasonable noise upon the short-term rental property which is audible upon a private premises that such occupant has not a right to occupy, or which is in violation of Village Noise Ordinance LL #6 of 2006.

FEES

The annual fee for a rental unit license is based on the number of bedrooms in the unit or house as follows:

- Studio to 2 Bedrooms - $400.00
- 3-4 Bedrooms - $750.00
- 5 or more Bedrooms - $1000.00
- Annual Renewal Fee: Same fee structure as above

Short-term Rental Checklist

- ☐ Is street address visible from outside, street side?
- ☐ Are all emergency egress routes compliant?
- ☐ Have life safety systems been serviced in the last 12 Months?
- ☐ Ensure that combustibles are not too close to baseboard heaters?
- ☐ Ensure that there are fire extinguishers(s) in place for guest use?
- ☐ Fire extinguisher is visible, mounted and receiving annual servicing/inspection? If not in a visible location, door to extinguisher shall be labeled.
- ☐ Carbon monoxide detection shall be installed in a central or otherwise approved location within 10 feet of the entrance to sleeping areas and sleeping units. Carbon monoxide detection shall be installed in all rooms, occupiable space, dwelling units, sleeping areas and sleeping units that contain a fuel burning appliance.
- ☐ There shall be functioning smoke alarms installed and maintained at each of the following locations:
    - On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
    - In each bedroom or room used for sleeping purposes.
    - In each story within a dwelling unit, including basements.
- ☐ Guests must have access to electrical panels – no lockouts.
- ☐ Fire safety and evacuation plans detailing primary and secondary egress, location of fire extinguishers, procedures to follow in the event of an emergency, outside meeting place, and other life safety instructions shall be displayed in a permanent location for quests.
- ☐ Number of on property parking spaces available: _____
- ☐ Maximum number of Occupants: _____

Ellicottville - Short Term Rental Unit Application

GENERAL INFORMATION -

Owner Name: _____

Owner Address: _____

_____

Owner Cell Phone:_____Other Phone: _____

Owner Email: _____

RENTAL PROPERTY INFORMATION:

Street address_____Unit # _____

# of Bedrooms:_____ # of Beds:_____ Max# of Vehicles: _____

Maximum number of occupants:_____Size of building (Square feet)_____sf

EMERGENCY CONTACT: Single-family, short-term rental units must supply a local Contact:

Name:_____Cell Phone: _____

Address_____

PROPERTY MANAGEMENT INFORMATION

Are you using a rental or property management company or Platform? YES ☐ NO ☐

Name of Management Company _____

Responsible Party Name: _____

Physical Address: _____

_____

Phone:_____Email: _____

Do you plan to rent the accommodation unit yourself? Yes ☐ No ☐ .

If you are self-managed, please circle one: VRBO, AirBnb or other_____& listing # _____

Note: Regardless of who rents the unit, the owner is responsible for ensuring that your license # is clearly shown in any ad or listing

AFFIDAVIT (signature required) I declare under penalty of perjury in the second degree that the statements made in this form are true and complete to the best of my knowledge. I have read and understand all Village of Ellicottville Short-term Rental Regulations.

Authorized Signature	Print	Date

Notary Signature :_____Name: _____

Date:_____ STAMP